

JOB DESCRIPTION – NURSE TEAM LEADER

Job Title:	Nurse Team leader
Responsible to:	Case Manager
Hours:	36 per week
Rate of Pay:	£21 - £23 depending on experience

FUNCTION

- To work as the senior team member overseeing and managing the care provision for a 14-year-old male who has cerebral palsy and cystic fibrosis
- To develop and review a safe plan of care for our client so that all the support workers deliver care in a competent and effective way
- To liaise with any other care providers and therapists to ensure that our client's needs are being met in a consistent way

DUTIES

1. Devise, monitor and review the care plan on a regular basis and as our client's needs change, and ensuring that any changes are communicated to the wider MDT.
2. Undertake risk assessments and ensure that risk reduction strategies are implemented in a timely manner
3. Act as a role model and supervise and train up new support workers so that they are competent to deliver the complex care required by our client.
4. Maintain the rota so that our client always has the correct staffing levels on duty.
5. Ensure that all medication is ordered in a timely manner and stored correctly.
6. Ensure that all equipment is serviced and tested under LOLER/PUWER as required
7. To maintain supplies of consumables being cost effective and not over stocking items
8. Develop a good working relationship with our client's parents so that they feel confident to step back and become parents rather than care providers and managers.
9. Review the written communication and daily entries to ensure that any progress or difficulties are being correctly captured and actioned.
10. Assist with any investigations into untoward incidents or near misses and develop new ways of working to reduce any future risks.
11. Provide ongoing supervision and appraisals for the directly recruited support workers and teaching assistants.

11. Attend training courses as required and maintain own professional development and competency.

12. Work at all times within current Community Case Management services policies and procedures.

13. Work at all times in accordance with the NMC Code and Standards.

14. Maintain confidentiality of information acquired in the course of undertaking duties with our client and ensure GDPR is maintained at all times.

15. On occasions, you will be expected to work with our client when he is on holiday or away on outings. You will need to be flexible in your working hours as some weekend or night cover might be required to ensure the care provision.

16. Undertake any other tasks as may be reasonably requested.

